

myPers Order Request

A Quick Guide from HQ RIO

How to submit a request for orders via myPers.

PRIOR TO SUBMISSION:

- Your home of record must be up-to-date in [vMPF](#).
- Readiness should be green in [ARCNet](#): Dental class, Immunizations, Labs, fitness test, etc.
- Make sure you have a good personal email in your myPers profile so you receive any responses in a timely manner.

Now is a GREAT time to remind you to ...

1. Set up a username and password for myPers so you can access it without a CAC. Just click the **PASSWORD** button near your **PROFILE** in the upper left-hand corner after you CAC in.
2. Learn how to access myPers from your smartphone! [ANDROID](#) [iPhone](#)

THINGS TO KEEP IN MIND:

- Per [AFMAN 36-2136](#) and [HQ RIO IR Guide](#), Annual Tour requests for the current FY must be submitted NLT 31 May.
- Unless there is an mission-based need for work on weekends or federal holidays, annual tours should typically start on a Monday and end the following Friday
- For IDT travel reimbursement, member must be on that fiscal year's critical DAFC list as well as reside outside a 150-mile radius of duty location.
- IDT travel reimbursement is limited to \$500 regardless of mode of transportation.
- A rental car is NEVER authorized on IDT status regardless of whether it is within \$500 limit.
- A waiver is required for RPA/ADOS tours that exceed the 1095 rule.
- After the OWC creates the orders in AROWS-R, you'll be able to track the progress there.

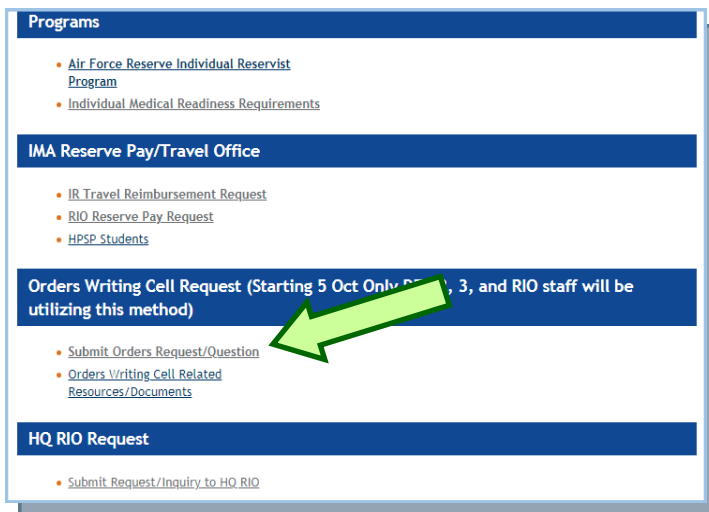
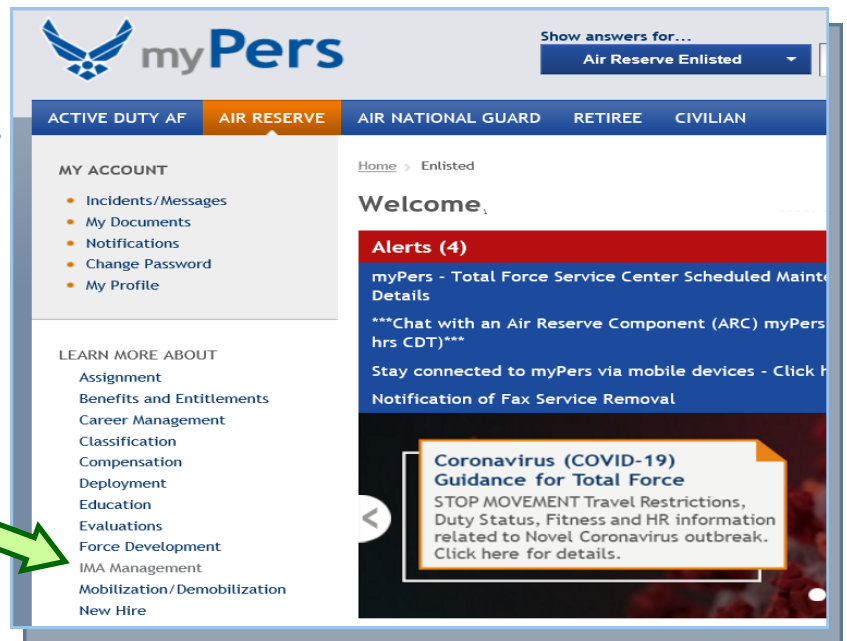
DOCUMENTS CREATED DURING THE REQUEST: **If applicable to tour**

- ◇ [ANNUAL TOUR SPECIAL REQUEST FORM \(ATSRF\)](#) – split tour/duty away from home station
- ◇ [SANCTUARY WAIVER](#) – if TAFMS is between 16.5 and 20 years – not applicable to AT
- ◇ [RENTAL CAR REQUEST FORM](#)

INITIAL STEPS

1. Go to the [MyPers Homepage](#).

2. On the left side, select **IMA Management**.



3. Click **Submit Orders Request/Question**.

4. Make the selection for your request and select **NEXT**.

The screenshot shows the 'HQ RIO Orders Writers Cell (OWC)' form. It includes a breadcrumb trail: 'Orders Request...' > 'Orders Select' > 'New Orders R...' > 'ATSRF' > 'Sanctuary SOU' > 'MODS, CANX, ...' > 'Orders Submit'. The main heading is 'HQ RIO Orders Writers Cell (OWC)'. The text explains that the OWC is responsible for processing AROWS-R orders requests for Individual Reservists (IR's) and reviews requests for accuracy, waivers, and processing. It states that order requests must be submitted at least 30 days before the tour start date. Below this is a section titled 'What Type of Order are your Requesting?' with four radio button options: 'New Orders Request' (selected), 'Modification Request', 'Cancellation Request', and 'General Inquiry'. A 'Next' button is located at the bottom right.

OWC AROWS-R Orders Processing for IR Orders Request

Orders Request I... Orders Select New Orders Req... Sanctuary State... Mods, Cancel an... Orders Submit

Address Needs Update in vMPF

Your request must reflect the current address to ensure you receive correct travel entitlements, ***before submitting an order request*** you must update your "residence address" (not HOR) information in vMPF under, Self-Service Actions/Personal Data/Record Review Update/Individual. Click on those applicable items underlined in blue and update the information. **Allow 1-3 days for the system to update**, then submit your orders request. AROWS-R will be updated from the address change in the vRED function in vMPF/MyPers.

[Click here for Link to vMPF](#)

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5. Verify that your address is up to date - if not, change it in **vMPF**, wait three days, and try again. You will also mark your status (IMA/PIRR) and select **NEXT**. Do not go forward if your address is incorrect; it can cause serious delays in processing and can result in an overpayment from incorrect entitlements.

6. Check the boxes to confirm your readiness and acknowledge that ***AT** requirements have been completed, scheduled, or waived IAW AFMAN 36-2136, then select **NEXT**.

* This won't show for PIRR members.

Zip:

27613-1452

What Status are you going to be performing this tour in?

- ☒ Individual Mobilization Augmentee (IMA)
☐ DoDCiv
☐ AGR/RegAF
☐ Participating Individual Ready Reserve (PIRR)

☐ By checking this box, I confirm that I have completed all readiness items required for this tour. I acknowledge that if any readiness items are not completed at the time of this application, processing of my order request could be delayed.

☐ By checking this box, I acknowledge that IAW AFMAN 36-2136, I have completed, scheduled and/or had my Annual Training waived prior to performing any other order type. This includes having my IDTs being performed, waived or scheduled in UTAPS WEB for the upcoming fiscal year before any order types being requested. [Click Here to Download RIO CC Expectation Memo](#)

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Select AROWS-R Order Type

NOTE: Order requests will need to have a detailed explanation for the request along with the following documents included in the request for it to be processed. ****Fiscal limitations could impact when RPA/AT funded orders are processed****

- Reporting Instructions - If Available/Provided
- **+ Sanctuary Waiver** - If Applicable (Not required for Annual Training)
- **+ M4S Task ID** - If an MPA Tour
- **Funding Authorization Memo** - If using funds other than RIO/Detachments
- **Telecommute Agreement - If applicable** (Member & Supervisor must sign prior to submitting)
- [Download Rental Car Justification](#)

I have been approved to telecommute for this tour. ⚠

☐ Yes ☐ No

Select Order Type:

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Next

7. Select whether or not you will be telecommuting.

8. Select your order type.


The following pages are divided by the next steps based on the type of orders you're requesting:

Annual Training (AT): page 4 — RPA/ADOS: page 6

TDY: page 7 — IDT Travel for Critical AFSCs: page 8 — Modification/Cancellation: page 9

ANNUAL TRAINING

1. Select **Annual Training**.
2. Certify that you have supervisor approval for your AT.
3. Select whether or not your request requires an Annual Tour Special Request Form (ATSRF). The **NOTE** above explains why you might need one.
4. Type the name and email of your active component supervisor.
5. If you were given reporting instructions, upload them. Select **NEXT**.

I have been approved to telecommute for this tour. 

☐ Yes ☐ No

Select Order Type:

IAW AFMAN 36-2136 and HQ RIO IR, all order requests must be submitted **31 May** each FY. This is to ensure they are published by 30 June each year. (Submissions after 31 May, requires justification/explanation for the late request for approval. HQ RIO is the approval authority for the late AT submissions).

- Members must perform a minimum of 12 Annual Training days for a satisfactory year (unless a waiver is approved).
- Members will need to certify that have requested and received approval from their Active Duty Supervisor to perform Annual Training.
- If special mission/training requirements require an IR to split AT (CONUS/OCONUS) or performing AT away from home station the IR must provide justification by submitting an Annual Training Special Request Form (ATSRF) and approved by their DET/CC.

NOTE: If Applicable, Members will need to complete the automated Annual Training Special Request Form (ATSRF), to include providing Active Duty Supervisor contact information within the ATSRF. Additionally, members should upload applicable Reporting Instructions.

☐ I certify that I have requested and received approval from my Active Duty Supervisor to perform this Annual Training Tour.

Does your AT Request require an Annual Training Special Request Form (ATSRF) ? i.e Split AT and/or AT away from home station?
☐ Yes ☐ No

Supervisor Rank/Name: Supervisor email:

Upload Reporting Instructions (Optional):

RIO DET AROWS-R Request

Orders Reques... Orders Select New Orders R... ATSRF Sanctuary SOU MODS, CANX, ... Orders Submit

New Orders Request

Subject:

For IMAs/PIRRs, please select your Detachment. For AGRs/Civilians and Active Duty assigned to HQ RIO, select HQ RIO:

Member SSN: First Name:

Last Name:

Enter TDY Location Information

Report to:
☐ PDS/Home Station ☐ Other

Is this TDY OCONUS? (To include AK, HI, US Territories)
☐ Yes ☐ No

Report to (Unit Name):

Home Station:

Assigned Unit: Pascode:

Where are you departing from?
☐ Home ☐ PDS ☐ Other

6. Your name, SSN, and assignment info will automatically populate.
7. Select RIO detachment or HQ.
8. Select where you are reporting to and coming from — the answers should be PDS/home station and HOR for this order type. Select **NEXT**.

ANNUAL TRAINING (con't)

9. Trip duration should be multiday.

8. If travel is more than 400 miles, choose commercial air as mode of transportation. If not, choose personal auto advantageous to gov.

9. Choose the closest international airport to departing/arrival location (you may enter the 3-letter code or city, state).

10. Select **NEXT**.

The screenshot shows the 'RIO DET AROWS-R Request' form. At the top, there is a progress bar with several steps: 'Orders Reques...', 'Orders Select', 'New Orders R...', 'ATSRF', 'Sanctuary SOU', 'MODS, CANX, ...', and 'Orders Submit'. The 'New Orders R...' step is currently active. Below the progress bar, the section is titled 'Enter TDY Information'. It contains several input fields: 'Trip Duration' (a dropdown menu), 'What is Travel Start Date' (a date picker), 'TDY Initial Report Date' (a date picker), 'TDY Release Date' (a date picker), 'TDY End Date' (a date picker), and 'What is the Mode of Transportation' (a dropdown menu). At the bottom right of the form, there are two buttons: 'Back' and 'Next'.

RIO DET AROWS-R Request

The screenshot shows the 'RIO DET AROWS-R Request' form, continuing from the previous step. The progress bar at the top shows 'New Orders R...' as the active step. The section is titled 'Enter TDY Information'. It contains several input fields: 'IDT in conjunction with TDY?' (radio buttons for 'Yes' and 'No'), 'IDT in conjunction w/start date' (a date picker), 'IDT in conjunction w/end date' (a date picker), 'Do you require a Rental Car?' (radio buttons for 'Yes' and 'No'), and 'Do you have a GTCC?' (radio buttons for 'Yes' and 'No'). There is also a link that says 'Click here to download the Mandatory Use of GTCC Memo'. At the bottom right of the form, there are two buttons: 'Back' and 'Next'.

11. Select YES or NO for IDTs in conjunction. If completing IDTs in conjunction, they need to end the day prior to AT or start the day after. Enter the dates of your IDTs. Those fields will only appear if you select **YES**.

12. If you are traveling via commercial air and are requesting a rental car, check YES. If approved,

rental car reimbursement only applies to Annual Tour dates. Rental cars are not authorized on IDTs.

13. Select YES or NO for your government travel card (GTCC). Select **NEXT**.

14. If you said you needed an ATSRF, you will fill it out within the myPers request at this point. If you don't, skip to the next step of this guide. For the ATSRF, answer the questions asked by the system. If you need to explain anything, type it in the comments/justification box. The ATSRF will automatically route to the detachment commander for approval.

15. If you requested a rental car, you will fill out the rental car request form within myPers at this point. If you didn't, skip to the next step of this guide.

16. Be sure to read the complete submission page before marking whether the request is being submitted within 30 days of the tour starting. At this point you can add additional comments for the orders writer.

17. When you're ready, click **SUBMIT**!

RPA/ADOS

1. Select **RPA/ADOS Order Request**.
2. Supply the needed documentation (email with funding info) and if sanctuary, MedCon, leave carryover, or PCS applies.
3. Will this tour put you on orders for more than 1,095 days out of the last 1,460? If so, upload your waiver (if not already on file).
4. If outside commuting distance, upload your Fund Cite Authorization Letter (FCAL).
5. If a PCS, list dependents accompanying you by name in the box that pops up.

Select the Order Type:
RPA/ADOS Order Request

Order Request using Reserve Appropriations supporting reserve missions.

- Orders Specialist will need Email from Organizations Resource Advisor with funding information (Wing, OWA, ESP Code etc.) or BRS message.
- Submit approved Leave carry packet (if applicable).
- **If your TAFMS is between 16.5 - 20 years, you must have a sanctuary waiver.**
- If this tour is for a Medical Hold (MedCon), upload supporting documents provided by HQ RIO SGO.

Does this tour require a 1095 waiver?
☐ Yes ☐ No ☐ On File With Det

Are you being extended for Medical Hold?
☐ Yes ☐ No

Do you reside within 50 miles of the TDY location or are you using RIO/DET Funds?
☐ Yes ☐ No

Are you carrying over any leave?
☐ Yes ☐ No

Do you have any reporting instructions/information?
☐ Yes ☐ No

Is this a PCS Tour? (i.e. tour 179+ days or 140+ days for a school tour (with some exceptions))
☐ Yes ☐ No

Attach additional documents:

Add

Back Next

New Orders Request

Does this request require a Sanctuary Waiver?
☐ Yes ☒ No

Subject:
AROWS-R Orders Request: RPA/ADOS Order Request

For IMAs/PIRRs, please select your Detachment. For AGRs/Civilians and Active Duty assigned to HQ RIO, select HQ RIO:

Member SSN: First Name:

Last Name:

Enter TDY Location Information

Report to:
☐ PDS/Home Station ☐ Other

Is this TDY OCONUS? (To include AK, HI, US Territories)
☐ Yes ☐ No

Report to (Unit Name):

Home Station:

Assigned Unit: Pascode:

Where are you departing from?
☐ Home ☐ PDS ☐ Other

Back Next

6. This page will be automatically filled with your name, SSN, and assignment information.
7. Select your RIO detachment or HQ.
8. Select where you are reporting to and coming from (PDS/home station, Other, HOR).

OWC AROWS-R Orders Processing for IR Orders Request

Orders Request L... ✓ Orders Select ✓ **New Orders Req...** Sanctuary State... Mods, Cancel an... Orders Submit

Enter TDY Information

Trip Duration:

Multiday

Travel Start Date:

07/12/2020

TDY Initial Report Date and Time:

07/13/2020 07:00

TDY Release Date/Time:

07/24/2020 16:00

Travel End Date:

07/24/2020

Select mode of transportation:

Commercial Air

Departure Airport:

Pittsburgh

Arrival Airport:

Denver

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9. Travel start date should be the day prior to the report date if traveling over 50 miles.
10. If travel is over 400 miles, choose commercial air as mode of transportation. If not, choose personal auto advantageous to gov't.
11. Choose the closest int'l airports for departure/arrival (you may enter the 3-letter code or city, state).
12. If you requested a rental car, you will fill out the rental car request form within myPers at this point. Note: If a organization other than RIO will be paying for the rental car, please annotate that within the new automated rental car request form.
13. Be sure to read the complete submission page before marking whether the request is being submitted within 30 days of the tour starting. At this point you can add additional comments for the orders writer.
14. When you're ready, click **SUBMIT!**

ROUTINE TDY

Select the Order Type:
Routine TDY Request

Common Order Request for assigned Civilian personnel and/or Military members going TDY (1610) while on an underlying order (MPA, RPA, AGR).

Are you on an underlying MPA/RPA Tour?
☐ Yes ☐ No

Do you reside within 50 miles of the TDY location or are you using RIO/DET Funds?
☐ Yes ☐ No

Do you have any reporting instructions/information?
☐ Yes ☐ No

Attach additional documents:
Add

Back Next

1. Select **Routine TDY Request**.
2. If on an underlying MPA or RPA tour, provide the tracking number for those orders when the box pops up.
3. If you reside within 50 miles please mark **Yes**. (You will be in commuting distance and not entitled to lodging or per diem). If the answer is **No**, upload your Fund Cite Authorization Letter (FCAL).

4. Select your RIO detachment or HQ.

5. Select reason for TDY. (Unless you're sure one of the other categories applies, select **Other Travel**.)

6. Report to – Other – provide the address and unit name of the TDY location.

7. Departing from location can vary from *PDS*, *HOR* if telecommuting, or *other*.

RIO DET AROWS-R Request

Orders Request... Orders Select... New Orders R... ATSRF... Sanctuary SOU... MODS, CANX... Orders Submit...

New Orders Request

Subject:
AROWS-R Orders Request: Routine TDY Request

For IMAs/PIRRs, please select your Detachment. For AGRs/Civilians and Active Duty assigned to HQ RIO, select HQ RIO:
[Dropdown]

Member SSN: [Text Box] First Name: [Text Box]

Last Name: [Text Box] TDY Purpose: [Dropdown]

Enter TDY Location Info

Report to:
☐ PDS/Home Station ☐ Other

Is this TDY OCONUS? (To Include AK, HI, US Territories)
☐ Yes ☐ No

Report to (Unit Name): [Text Box]

Home Station: [Text Box]

Assigned Unit: [Text Box] Pascode: [Text Box]

Where are you departing from?
☐ Home ☐ PDS ☐ Other

Back Next

OWC AROWS-R Orders Processing for IR Orders Request

Orders Request... Orders Select... New Orders Req... Sanctuary State... Mods, Cancel an... Orders Submit...

Enter TDY Information

Trip Duration: [Dropdown] Travel Start Date: [Text Box] TDY Initial Report Date and Time: [Text Box]

TDY Release Date/Time: [Text Box] Travel End Date: [Text Box] Select mode of transportation: [Dropdown]

Departure Airport: [Text Box] Arrival Airport: [Text Box]

Back Next

Print Email this page Notify Me

8. Travel start date should be the day prior to the report date if traveling over 50 miles.
9. If travel is over 400 miles, choose commercial air as mode of transportation. If not choose personal auto advantageous to gov't.

10. Choose the closest int'l airport to depart and arrive (you may enter the 3-letter code or city, state).

11. If you requested a rental car, make sure the rental car is authorized on your FCAL and/or other supporting documents you uploaded in step 3. If not, skip to the next step of this guide.

12. Be sure to read the complete submission page before marking whether the request is being submitted within 30 days of the tour starting. At this point you can add additional comments for the orders writer.

13. When you're ready, click **SUBMIT!**

TDY IDT at Home Station (IDT Travel Reimbursement for critical AFSCs)

1. To find out if you are eligible for IDT travel reimbursement for critical AFSCs, check the current year's [GUIDE](#). You may put this request into myPers before or after the IDTs have been performed.
2. Select **TDY IDT at Home Station Request**. The system will pull your DAFSC and, if eligible, will allow you to continue.
3. You will need to attach either a 40A or a screenshot of your UTAPS calendar at the end of before you hit **NEXT**.
4. If you see **THIS** after selecting **NEXT**, the system is telling you that your duty AFSC isn't on the list. If you think that's an error, submit a general inquiry to find out more.

Select the Order Type:
TDY IDT at Home Station Request

In order for Individual Reservists to be eligible for this portion of the IDT Travel Reimbursement entitlement, members must possess the identified Officer/Enlisted Duty Air Force Specialty Code (DAFSC) and reside outside the defined commuting limits (i.e., 150 miles one way from their duty station).

- Effective Jan 19, eligible members may receive up to \$500 in IDT Travel reimbursement per round trip. Members are authorized reimbursement for up to 12 round trips per CY.
- This order type is only valid for travel to and from member's assigned unit. Upon completion of IDT travel, the Individual Reservist will follow normal travel voucher submission procedures, i.e., submission of the travel voucher with accompanying supporting documents are to be provided to ID Travel agency for payment etc. reimbursable payment not

NOTE: Members must attach supporting documents of scheduled/performed IDTs. i.e. signed 40A or UTAPS Calendar with days marked GREEN or BLACK.

DAFSC:
3N055

Your DAFSC is eligible for IDT Travel Reimbursement, click Next to continue

Attach additional documents:
pdf Add

Back Next

Select AROWS-R Order Type

You DAFSC is not eligible for IDT Travel Reimbursement. If you feel like this is an error, select General Inquiry to submit an Inquiry/Dispute

Orders Request... Orders Select... New Orders R... ATSRF... Sanctuary SOU... MODS, CANX... Orders Submit

New Orders Request

Subject:
AROWS-R Orders Request: TDY IDT at Home Station Request

For IMAs/PIRRs, please select your Detachment. For AGRs/Civilians and Active Duty assigned to HQ RIO, select HQ RIO:
HQ RIO

Member SSN:
First Name:

Last Name:

Enter TDY Location Information

Report to:
☐ PDS/Home Station ☐ Other

Is this TDY OCONUS? (To Include AK, HI, US Territories)
☐ Yes ☐ No

Enter TDY Location Information

Report to:
☐ PDS/Home Station ☐ Other

Is this TDY OCONUS? (To Include AK, HI, US Territories)
☐ Yes ☐ No

Report to (Unit Name):

Home Station:
BEALE AFB

Assigned Unit:
940 AIR REFUELING WG FFLPTO

Pascode:
UBOMFLPT

Where are you departing from?
☐ Home ☐ PDS ☐ Other

Back Next

5. Select RIO detachment or HQ.
6. Select where you are reporting to and coming from (PDS/ Home Station, Other, HOR). Fill in the unit you will be reporting to, then click **NEXT**. **NOTE: The reimbursement for IDT Travel only covers duty at your base of assignment.**

7. Be sure to read the complete submission page before marking whether the request is being submitted within 30 days of the tour starting. At this point you can add additional comments for the orders writer. **NOTE: With this particular type of orders request, you can put it in before or after the duty has been performed.**
8. When you're ready, click **SUBMIT!**

to be resubmitted and could delay your orders request.

- If everything is complete, click the submit button below.

NOTE: After you submit your request, go to your myPers profile and make sure the email addresses listed are those you check regularly!

Is your request less than 30 days prior to the tour start date?
☐ Yes ☒ No

NOTE: Provide any additional information to assist with processing your request in the comments area below:

Add Comments Here:

Click Submit to send your request to HQ RIO OWC.

Back Submit

MODIFICATION, CANCELLATION, or QUESTION

RIO DET AROWS-R Request

Orders Reques... Orders Select New Orders R... ATSRF Sanctuary SOU MODS, CANX, ... Orders Submit

HQ RIO Orders Writers Cell (OWC)

The Orders Writing Cell (OWC) is responsible for the processing of AROWS-R orders requests for Individual Reservists (IR's) on various tour types. The OWC's role is to review these requests for accuracy, determine if the member requires any waivers, and process orders requests appropriately in accordance with the JTR and any other Laws/Regulations/Policies.

Order requests will need to have a detailed explanation for the request, along with any supporting documents necessary to assist with processing the request. Per AFMAN 36-2136 and the IR Guide, orders requests must be submitted at least 30 days before the tour start date. However, we do understand that short notices occur. In this case, submit the request as early as possible and provide detailed justification as to why the request did not meet the requirement.

What Type of Order are your Requesting?

- ☐ New Orders Request
☒ Modification Request
☐ Cancellation Request
☐ General Inquiry

Next

1. If you need to modify or cancel an order that is already processing, make the appropriate selection and click **NEXT**.

2. If you just have a question for your orders writers, select **GENERAL INQUIRY** and click **NEXT**.

4. For modifications and cancellations, provide the AROWS-R tracking number of the order.
5. Choose your servicing detachment. The HQ RIO selection is only for AGRs, civilians, and active duty on full time staff at HQ RIO.
6. Explain IN DETAIL the modification you are requesting, the cancellation reason, or your question. Attach any supporting documentation, if necessary. Click **SUBMIT**.

RIO DET AROWS-R Request

Orders Reques... Orders Select New Orders R... ATSRF Sanctuary SOU MODS, CANX, ... Orders Submit

General Inquiry

Subject:

AROWS-R Orders Request: General Inquiry

AROWS-R Tracking Number:

Select RIO Detachment or HQ:

Attach additional documents:

Add

Add Comments Here:

Back

Submit